

# ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 07/18/2017		2. CONTRACT NO. (If any) EP-W-17-003		6. SHIP TO: a. NAME OF CONSIGNEE Office of Emergency Management	
3. ORDER NO. 0004		4. REQUISITION/REFERENCE NO. PR-OLEM-17-00146			
5. ISSUING OFFICE (Address correspondence to) SRRPOD US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R Washington DC 20460				b. STREET ADDRESS U.S. EPA William Jefferson Clinton Bldg 1200 Pennsylvania Avenue, N.W. Mail Code: c. CITY Washington d. STATE DC e. ZIP CODE 20004	
7. TO: CATE GARRIS				f. SHIP VIA	
a. NAME OF CONTRACTOR SRA INTERNATIONAL, INC.				8. TYPE OF ORDER <input type="checkbox"/> a. PURCHASE REFERENCE YOUR:   Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
b. COMPANY NAME				<input checked="" type="checkbox"/> b. DELIVERY Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
c. STREET ADDRESS 15036 CONFERENCE CENTER DRIVE					
d. CITY CHANTILLY		e. STATE VA		f. ZIP CODE 20151	
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE Office of Emergency Management	
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB					
12. F.O.B. POINT Destination					
13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination		14. GOVERNMENT B/L NO.	
				15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
				16. DISCOUNT TERMS	

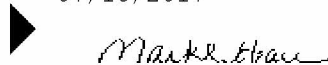
## 17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 097779698 The terms and conditions of contract EP-W-17-003 are hereby incorporated by reference. Services rendered under this task order are for severable services. This is a time-and-materials task order and is Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME RTP Finance Center						\$1,770,284.00
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts						
c. CITY Durham				d. STATE NC	e. ZIP CODE 27711	\$427,408.00	17(i) GRAND TOTAL

22. UNITED STATES OF AMERICA BY (Signature)

07/18/2017



ELECTRONIC SIGNATURE

23. NAME (Typed)  
Mark Heare  
TITLE: CONTRACTING/ORDERING OFFICER

## ORDER FOR SUPPLIES OR SERVICES

PAGE NO

## SCHEDULE - CONTINUATION

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER	CONTRACT NO.	ORDER NO.
07/18/2017	EP-W-17-003	0004

ITEM NO.	SUPPLIES/SERVICES	QUANTITY ORDERED	UNIT	UNIT PRICE	AMOUNT	QUANTITY ACCEPTED
(a)	(b)	(c)	(d)	(e)	(f)	(g)
	<p>subject to the Limitation of Cost and Limitation of Funds clauses.</p> <p>The contractor shall perform services in accordance with the attached Statement of Work and the contractor's proposal dated 03/15/2017 in the amount of \$ 2,197,692.00.</p> <p>The task order base period of performance is 07/18/2017 through 07/17/2018. The Government may extend the period of performance of this task order for up to four additional years not to exceed 07/17/2022 for the amounts specified in the contractor's proposal dated 03/15/2017.</p> <p>The task order ceiling is \$ 427,408.00, which the contractor is not authorized to exceed. The contractor exceeds this amount at its own risk. The task order is incrementally funded in the amount of \$180,000.00</p> <p>TOCOR: Sicy Jacob</p> <p>Admin Office:</p> <p>SRRPOD</p> <p>US Environmental Protection Agency</p> <p>William Jefferson Clinton Building</p> <p>1200 Pennsylvania Avenue, N. W.</p> <p>Mail Code: 3805R</p> <p>Washington DC 20460</p> <p>Period of Performance: 07/18/2017 to 07/17/2018</p>					
0001	<p>Task Order 0004, Base Period Ceiling and Funding</p> <p>Accounting Info:</p> <p>17-18-B-D3R-301DC3-2505-17D3R17008-001</p> <p>BFY: 17 EFY: 18 Fund: B Budget Org:</p> <p>D3R Program (PRC): 301DC3 Budget</p> <p>(BOC): 2505 DCN - Line ID:</p> <p>17D3R17008-001</p> <p>Funding Flag: Complete</p> <p>Funded: \$180,000.00</p>					
0002	<p>Task Order 0004 Option Period 1 Ceiling and Continued ...</p>				430,220.00	
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))					\$430,220.00	

# ORDER FOR SUPPLIES OR SERVICES

## SCHEDULE - CONTINUATION

PAGE NO  
3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 07/18/2017	CONTRACT NO. EP-W-17-003	ORDER NO. 0004
-----------------------------	-----------------------------	-------------------

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	Funding (Option Line Item) 05/23/2018					
0003	Task Order 0004 Option Period 2 Ceiling and Funding (Option Line Item) 05/23/2019				438,640.00	
0004	Task Order 0004 Option Period 3 Ceiling and Funding (Option Line Item) 05/22/2020				447,102.00	
0005	Task Order 0004 Option Period 4 Ceiling and Funding (Option Line Item) 05/23/2022				454,322.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$1,340,064.00

**OFFICE OF EMERGENCY MANAGEMENT  
REGULATION, EVALUATION AND TECHNICAL SUPPORT**

REQUEST FOR OFFER: EP-W-17-003/0004  
TASK ORDER TITLE: Support for CAA Section 112 (r) (RMP), CERCLA and EPCRA Regulations,  
Lists of Chemicals and Guidance Documents

**TASK ORDER STATEMENT OF WORK**

---

**I. BACKGROUND**

Section 112(r) of the Clean Air Act (CAA) amendments of 1990 includes provisions for the development of accidental release prevention requirements for hazardous chemicals. Under these provisions, the U.S. Environmental Protection Agency (EPA) promulgated regulations (the “RMP” regulations) for the prevention and detection of accidental releases of listed regulated substances and for response to such releases by the owners and operators of the sources of such releases. These regulations require regulated facilities to implement a risk management program and to submit to EPA a summary of the program called a risk management plan. The RMP regulations are codified in 40 CFR part 68.

The Emergency Planning and Community Right to know Act (EPCRA), was enacted in 1986 to encourage state and local planning and preparedness for spills or releases of extremely hazardous substances. EPCRA created requirements for State and local agencies to plan and prepare for chemical emergencies, and public access to information concerning potential chemical hazards. EPA published the implementing regulations as well as the list of chemicals and reporting thresholds for facilities to comply with the provisions of EPCRA. The regulations and the list of chemicals are codified in 40 CFR parts 355 and 370.

The Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) or “Superfund” was enacted in 1980 establishes broad federal authority to deal with releases or threats of release of hazardous substances from vessels and facilities. EPA established the list of hazardous substances and their reportable quantities (RQs) as well as regulations to comply with the release reporting requirements. The law requires the persons in charge of vessels or facilities to notify the National Response Center (NRC) if there is a release of a hazardous substance equal to or greater than its RQ. The law authorizes EPA to revise the list of hazardous substances and their RQs or designate additional chemicals to the list. The regulations and the list of hazardous substances are codified in 40 CFR part 302.

EPA/OEM develops regulations and guidance under CAA Section 112(r), CERCLA and EPCRA. Regulatory activities may include conducting analyses and preparing reports for studies related to chemical risk information, conducting any necessary analytical and acute toxicity studies of chemicals to support the regulatory decision process for adding or deleting chemicals under these statutes, developing information collection requests, developing regulatory options, performing cost/benefit analyses, providing support to develop draft regulatory text or preamble language, and providing support to develop summary and response to comments documents. This statement of work also includes support for revising existing guidance documents as well as developing new guidance documents under CAA Section 112(r), CERCLA and EPCRA.

## II. SCOPE OF WORK

The contractor shall provide support for the development and modification of regulations, as well as the revision of lists of chemicals and reporting thresholds under CAA Section 112(r) ("RMP"), CERCLA, and EPCRA in accordance with the statement of work.

Work to be performed under this Task Order aligns with the following Task Area(s) of the contract Statement of Work: Task Area # 1 – Technical and Analytical Support and Task Area # 2 – Regulatory Support.

## III. PERIOD OF PERFORMANCE

The period of performance for the Base Period shall be 07/18/2017 through 07/17/2018.

The Government has the option to extend the effective period of this task order for four additional periods. Prior to the expiration of the effective task order period of performance, the Government, without prior written notification, may exercise this option by issuing a contract modification. The period of performance for the Task Order Option Periods are defined below:

	From:	To:
Base Period	07/18/2017	07/17/2018
Option Period I	07/18/2018	07/17/2019
Option Period II	07/18/2019	07/17/2020
Option Period III	07/18/2020	07/17/2021
Option Period IV	07/18/2021	07/17/2022

## IV. TASKS

OEM anticipates performing one major (Tier 1 or Tier 2) and two minor (Tier 3) regulatory actions during the period of this contract.

### TASK 1 – Support for Developing and Modifying Regulations and Chemical Lists

At the direction of the TOCOR, the contractor shall provide support to OEM to develop and modify regulations under RMP, CERCLA and EPCRA. For revising the list of chemicals under CERCLA, RMP and EPCRA, the contractor shall conduct any necessary acute toxicity, chemical hazard, chemical use and production, or other analytical studies of chemicals, processes, and industries to support the regulatory decision process for adding or deleting chemicals listed in the regulations. The contractor shall review petitions for chemicals listed under the regulations.

Specific tasks will be provided via technical direction from the TOCOR and may include:

- Conduct research and technical analyses;
- Conduct data analysis (e.g., may include analysis of RMP National Database, requiring relational database techniques, or other available data sets)
- Conduct literature searches;

- Prepare options papers;
- Facilitate workgroup meetings;
- Draft language for proposed and/or final rule and/or preamble for Agency consideration
- Assist in finalizing proposed and final rule packages for OMB review.
- Assist in preparing proposed and final rule packages for federal register publication.
- Perform other regulatory process activities for the proposed and final rules, such as preparing analytical blueprints, preparing briefing packages for early guidance and options selection, preparing decision and action memoranda for proposed and final rules, etc.
- Prepare communications plan and communications materials, including press release and questions/answers.
- Coordinate public meetings, listening sessions, and/or webinars as directed by TOCOR for outreach on proposed rule (coordination of public meetings may require travel). For a major rulemaking, assume four 1-day public meetings held in Washington, DC, Houston, TX, Chicago, Ill, and San Francisco, CA, and one 4-hour webinar. Support to include meeting planning, facilitation and logistical support, note taking, and preparation of reports summarizing any public comments received.
- Prepare draft alerts, advisories, and fact sheets for proposed and final RMP rules as directed.
- Gather all public comments received and categorize them by topic discussed in the proposed rule;
- Prepare draft “Summary and Response to Comments” and/or raw comment text excerpt documents;
- Conduct economic analysis and draft Regulatory Impacts Analysis (RIA) for proposed and final rules;
- Draft the Information Collection Requests and/or supporting statements for Information Collection Requests (ICR) for OMB approval for proposed rules, final rules, and ICR updates for existing regulations;

Deliverables: Deliverables as directed by TOCOR. Due dates are approximate and for estimation purposes only. Actual deliverable due dates will be determined by agreement between the contractor and TOCOR.

DELIVERABLE	DUE DATES
Prepare research or technical analysis report	Within 1 week to 4 months of technical direction
Prepare regulatory options paper	Within 1-3 weeks of technical direction
Facilitate workgroup meeting	Within 1-2 weeks of technical direction
Prepare economic analysis/model to estimate costs and benefits of rule	Within 1-3 months of technical direction
Draft Regulatory Impact Analysis for rule	Within 3-6 months of technical direction
Prepare draft rule or preamble language section	Within 2-6 weeks of technical direction

Prepare rule package	Within 2-3 weeks of technical direction
Prepare analytical blueprint, options selection, early guidance, or other regulatory process memo	Within 1-2 weeks of technical direction
Prepare draft or final fact sheet, alert, or advisory	Within 2-4 weeks of technical direction
Prepare communications plan & materials, press release, and/or Q&As	Within 2-4 weeks of technical direction
Coordinate public meeting, listening session, or webinar	Within 2-3 months of technical direction
Gather all public comments received, categorize them by topic, and prepare Comment Excerpt Report containing raw comment text by topic area.	Within 1-3 months of technical direction
Prepare draft "Summary and Response to Comments" document	Within 1-4 months of technical direction
Draft ICR and ICR supporting statement for rule	Within 2-4 weeks of technical direction

## **TASK 2 – Support for Revising and/or Developing Guidance Documents**

At the direction of the TOCOR, the contractor shall provide support to OEM to develop and modify guidance documents under RMP, CERCLA and EPCRA.

The contractor shall provide support developing regulatory options papers, performing data analyses to support regulatory options, drafting information collection requests and supporting statements for OMB approval, reviewing and analyzing public comments, preparing draft "Summary and Response to Public Comments" documents, conducting economic analyses and preparing draft Regulatory Impact Analyses, drafting regulatory text and preamble language for Agency consideration, and preparing communication materials for proposed and final rules. The contractor shall revise existing guidance documents or fact sheets developed under CERCLA, EPCRA and RMP, and produce new guidance documents associated with regulatory or policy modifications as directed.

The contractor shall support EPA with revising existing guidance documents as well as developing new guidance documents for facilities to comply with the regulations and for state and local agencies to implement the programs under these three statutes.

OEM anticipates revising 12 existing guidance documents and producing 4 new guidance documents during the period of this contract.

Specific tasks will be provided via technical direction from the TOCOR and may include:

- Conduct research and technical analyses;
- Conduct literature searches;
- Prepare options papers;

- Review existing guidance documents & recommend changes or updates to EPA based on regulatory changes or other direction from TOCOR
- Prepare draft & final versions of new regulatory guidance documents
- Prepare print-ready versions of documents and accessible PDF documents compliant with Section 508 of the Rehabilitation Act for publication on EPA's website
- Prepare communications plan & materials, press release, Q&As
- Prepare for and staff meetings to obtain stakeholder input for guidance document

Deliverables: Deliverables as directed by TOCOR. Due dates are approximate and for estimation purposes only. Actual deliverable due dates will be determined by agreement between the contractor and TOCOR.

#### TOCOR

DELIVERABLE	DUE DATES
Conduct literature search and/or analysis & prepare research or technical analysis report	Within 1 week to 4 months of technical direction
Prepare options paper	Within 1-3 weeks of technical direction
Facilitate stakeholder meeting	Within 1-2 weeks of technical direction
Prepare draft revision to existing guidance document	Within 1-3 months of technical direction
Prepare draft of new guidance document	Within 1-6 months of technical direction
Prepare final draft of guidance document	Within 1-2 months of technical direction
Prepare communications plan & materials, press release, and/or Q&As	Within 2-4 weeks of technical direction
Prepare print-ready version of final document and publish on EPA website	Within 1-3 weeks of technical direction

#### V. POINT OF CONTACT

**Sicy Jacob**, Phone: 202-564-8019, [Jacob.sicy@Epa.gov](mailto:Jacob.sicy@Epa.gov)

#### VI. TERMS AND CONDITIONS

The following additional terms and conditions are requirements of this task order:

##### COMMUNICATIONS PRODUCTS

It may be necessary for the contractor to develop communications products in conjunction with this task order. All communications products developed under this task order shall be reviewed under EPA's Policy and Implementation Guide for Communications Product Development and Approval found at: <http://www.epa.gov/productreview/guide/index.html>. If the communications products will make use of EPA graphics, logos, or other identifiable materials, the communications products are subject to the standards in EPA's Visual and Product Standards Graphics Manual found here: <http://wedcor.cor.epa.gov/pages/TIM/VisualIdentity-6-19-07.pdf>.

#### VII. CONFIDENTIAL BUSINESS INFORMATION

It may be necessary for the contractor to be granted access to and review CAA Confidential Business Information (CBI) and/or EPCRA trade secret information during regulatory support activities. If access



to CBI or trade secret information is granted by the TOCOR or Alternate TOCOR, the contractor must ensure that all such information is handled in accordance with applicable federal regulations and policies, and returned to EPA or appropriately disposed of at the conclusion of the specific tasking involving CBI or trade secret access.